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# NASA Procedural Requirements

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## Subject: NASA's Management of Grants and Cooperative Agreements

Responsible Office: Office of the Chief Financial Officer

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## Chapter 1. Overview NASA's Management of Grants and Cooperative Agreements

### 1.1 Overview

1.1.1 The purpose of this chapter is to set forth policies for National Aeronautics and Space Administration's (NASA) financial management of grants and cooperative agreements with regard to advance payments as prescribed by Department of the Treasury Circulars and Manual, and Office of Budget and Management (OMB) Circulars. The management of financial transactions between NASA and grantees and recipients is covered in NASA Financial Management Requirements, Volume 6. Other management and financial issues are addressed in NASA Procedural Requirements (NPR) 5800.

### 1.2 Agency Requirements

1.2.1 NASA policy is that payment methods shall minimize the time elapsing between the transfer of funds from the U.S. Treasury and the redemption of checks, warrants, or payment by other means by the recipients. Specifically, this policy will apply to agency advance payment to recipients, administering Letter of Credit, administrative and review actions, and instructions to recipients by NASA.

1.2.2 NASA will use the Department of Health and Human Services' Payment Management System (DHHS/PMS) to provide advance payments of Federal funds to educational organizations, other public or private organizations, and state and local governments.

### 1.3 Roles and Responsibilities

1.3.1 Agency Chief Financial Officer (CFO)/ Deputy CFO shall ensure that NASA and its recipients meet Department of Treasury and OMB advance payment requirements.

1.3.2 Recipients shall comply with NASA/DHHS/PMS requirements when submitting requests for advances for grants and agreements with NASA.

1.3.3 Center CFOs and the NASA Shared Services Center (NSSC) shall ensure compliance of recipients with DHHS/PMS requirements.

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